



# Job Posting

Part Time	Substitute Crossing Guard	JOB POSTING	
Direct Report	Safety Officer	Grade	Temporary Seasonal 8 step 1
Department	Public Safety	FLSA	Non-Exempt
Division	Police	Bargaining Unit	Temporary Seasonal – Non Union
Date	August 2014	Location	Police Station

## POLICE DEPARTMENT

### Substitute Crossing Guard

**Summary:** To provide for the safe movement of children to and from school when crossing public roadways, and Intersections, by observing gaps in traffic and leading the children across the roadway or intersection. Crossing guards are not to engage in traffic direction or control. Works approximately two hours per day, Monday through Friday, during the public school year (August through May). Specific hours to be worked will be set by the Safety Officer and may vary according to demand and workload.

#### Duties:

1. Under the direction of the Safety Officer, the employee will be responsible for safely directing pedestrian traffic at street crossings.
2. Assists children on their way to and from school safely crossing roadways and intersections.
3. Watch for gaps in traffic and walk children across the roadway or intersection while holding a "stop" sign in such a manner as to be visible to approaching vehicles.
4. Monday through Friday hours are 7:30-8:30am & 2:30-3:30pm.
5. Hours may vary slightly depending on school assignment.

#### Qualifications:

1. Must have the ability to follow oral and written instructions.
2. Must provide own transportation.
3. Must have the ability to deal effectively and courteously with associates and the general public.
4. Must successfully complete a structured training program annually.
5. Must not currently be or have been within the last ten (10) years on court-ordered community supervision or probation for any criminal offense of the grade of a Class B misdemeanor or above.
6. May not have been convicted of an offense of the grade of a Class B misdemeanor or above within the last ten (10) years.
7. May not have been, at any time, convicted of felony offense or any family violence offense.

**Salary:** \$13.50 per hour. Effective 7-1-14

**Hours:** Approximately 2 hours per day Monday through Friday.

Applicant should be able to meet the requirements of the position as outlined in the attached Position Descriptions for a Substitute Crossing Guard. Applicant should state experience which he/she feels has provided him/her with the required knowledge, skills and abilities to perform the duties of this position.

Applications are available at Reading Police Department, 15 Union Street or the Human Resources Office, 16 Lowell Street, Reading, MA 01867 and online at [www.readingma.gov](http://www.readingma.gov) Any questions, call Safety Officer David Savio at 781-942-6775 or HR Office at 781-942-9033.

Judith Perkins

Human Resources Administrator

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